

Town of Lauderdale-By-The-Sea



REQUEST FOR PROPOSAL No. 15-06-01

Program Development and Delivery for Senior Community Center & Evening General Interest Programs

RFP OPENING: July 20, 2015, 2:00 PM.

Town Hall

4501 Ocean Drive

Lauderdale-By-The-Sea, FL 33308

TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA
REQUEST FOR PROPOSALS NO. 15-06-01

The Town of Lauderdale-By-The-Sea, Florida invites qualified firms to submit proposals to provide:

***Program Development and Delivery for Senior Community Center &
Evening General Interest Programs***

The Town intends to award a contract to a firm(s) to provide services necessary for the project (the "Project") described herein.

The Town of Lauderdale-By-The-Sea, Florida (the "Town") will receive sealed proposals until 2:00 p.m. (local), July 20, 2015, in Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, FL 33308.

The Town's contact information for this RFP is:

Town Clerk
4501 Ocean Drive
Lauderdale-By-The-Sea, Florida 33308
Telephone: 954-640-4201.
Fax: 954-640-4236
Email: TedraS@LBTS-fl.gov

RFP documents may be obtained via the Internet at the Town of Lauderdale-By-The-Sea website at www.lauderdalebythesea-fl.gov and this RFP is posted on www.Demandstar.com. If you do not have internet access, you may obtain the documents by contacting the Town Clerk. See Part II, Section H of the RFP for information regarding submitting a proposal.

The Town reserves the right to reject proposals with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other proposals. Incomplete or non-responsive proposals may be rejected by the Town as non-responsive or irregular. The Town reserves the right to reject any proposal for any reason, including, but without limitation, if the Proposer fails to submit any required documentation, if the Proposer is in arrears or in default upon any debt or contract to the Town or has failed to perform faithfully any previous contract with the Town or with other governmental jurisdictions. All information required by this RFP must be supplied to constitute a proposal.

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Part I – Statement of Work

PART I - STATEMENT OF WORK

A. OBJECTIVE

The Town's objective is to continue to provide high quality programs and classes to our senior population which are enjoyable, stimulating, well-attended and which provide them the opportunity to learn new skills, socialize, and make lasting friendships.

B. GENERAL INFORMATION

The Town of Lauderdale-By-The-Sea is a small seaside community located between Fort Lauderdale and Pompano Beach in Broward County, Florida. The Town has a permanent population of about 6,000 that almost doubles during the winter season. We pride ourselves in offering very personal attention to our residents and business community.

The average age of our residents is 60. The Town operates a small community center which delivers programs primarily to senior citizens five days a week, for 49 weeks of the year. The Town's main meeting room is also regularly used when programs need more space or are booked concurrently.

The senior programs are funded in part by a Community Development Block Grant from Broward County. The Town has traditionally used the services of an independent contractor to develop programs that are delivered both by that individual or by volunteer instructors that the independent contractor finds and convinces to offer instruction at no fee to the Town. In 2014, the senior center was the beneficiary of over 1500 volunteer hours.

The programs are open to both residents and non-residents. Non-resident participants pay nominal fees to participate in the program. In 2014, we offered 995 separate activities and had approximately 2800 participants in our senior programs. (This is not the number of individuals who attended, as many people attend multiple programs and classes.)

C. SCOPE OF WORK

The Town is seeking proposals from an individual or firm to develop, maintain and deliver quality programs and classes to our senior population 49 weeks of the year and manage a general interest program series that is offered once a month for 1 ½ hours duration, September through June, for an adult audience.

The Senior Center (a.k.a. Community Center) operates from 10 am – 4 pm, Monday through Friday 49 weeks of the year. It is closed 3 weeks of the year (Christmas week and two weeks in late July/early August). It is also closed on 9 holidays each year.

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The current programming of the Senior Center includes:

- Computer and other common technology classes (tablets, smart phones) are the most popular classes and are the backbone of the program.
- Microsoft Office software classes.
- The arts programs (drawing, watercolor, crafts) are also very popular.
- Language classes (beginning and intermediate Spanish and Italian) are popular.
- The Friday brown bag luncheon is very well-attended.
- Low impact physical fitness programs such as tai chi and yoga
- Bridge (no instruction is provided).
- Performing Arts (plays, comedy, singing & musical instrument performances).
- Annual Christmas Party.
- Interior decorating class.
- Ping pong.

(See sample monthly calendars in Appendix A.)

Duties of the Programming Director (herein referred to as “CONTRACTOR” or “Proposer”) include:

1. Development and delivery of high-quality programs oriented to seniors ;
2. Recruitment and retention of qualified volunteer instructors;
3. Observe all new instructors and periodically observe existing instructors to assess quality of instruction, appropriateness of comments and delivery;
4. Solicit feedback on the quality of instruction and program content quality and interest from the participants through periodic written evaluations;
5. Provide feedback to instructors to address any issues of concern noted during the observation periods or from feedback of the participants;
6. Keep the volunteer instructors motivated to continue their volunteer service through positive feedback, involvement in programming decisions, and professional, respectful treatment;
7. At a minimum retain, and preferably increase, attendance to senior programs;
8. Physically open and close the Center each day it is open, be present during all opening hours of the Center, do minor maintenance and cleaning of the Center. For continuity and accountability, no more than two employees of the CONTRACTOR shall be assigned these responsibilities.
9. Prepare and provide to the Town’s Public Information Officer and front desk personnel the monthly calendar of activities, at least two months in advance of the months covered;
10. Comply with the CDBG grant record-keeping and monthly reporting responsibilities which

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track attendance at programs, residency of the participants, volunteer hours, and number of scheduled activities.

11. Provide any office supplies necessary for the operation of the Senior Center and the delivery of programs there;
12. Communicate to the Municipal Services Director via a work order and verbal discussion needed maintenance at the Senior Center and Jarvis Hall setup requirements for programs or evening events;
13. By June 1 of each year, submit capital requests to the Town Manager for consideration for funding in the upcoming Town budget to improve the Community Center or replace equipment which is reaching the end of its useful life;
14. Treat all participants with respect, compassion, and kindness;
15. Maintain order and decorum at all programs and classes;
16. Develop the program ideas for the general interest evening program series (once a month, September through June, for a minimum of 1 ½ hours duration) and solicit the speakers or performers (for which there is an annual budget of \$2,000 provided by the Town to compensate the speakers or performers);
17. Be responsible for opening Jarvis Hall and locking it at the end of the evening programs;
18. Attend and manage decorum at the evening program series;
19. Solicit feedback from attendees on their opinion of the quality of the program and their interest in topics for future programs;
20. Provide the Town's Public Information Officer with information on the evening program at least two weeks in advance of the program date so that he can publicize it;
21. Consult with the Town Manager or his/her designee on changes to programming, the introduction of new programs, and on the hours of use of Jarvis Hall and obtain his/her approval of such matters before finalizing the activity calendars;
22. Assist the Town when requested in the preparation of any grant application for funds for the Senior Center or evening program series;
23. Insure that the kitchen and the equipment in the kitchen at Jarvis Hall are used in a safe manner and left clean when used by participants in the Senior programs or the evening program series;
24. Encourage participants in the programs to dispose of recyclable materials properly in recycling containers provided by the Town; and
25. Perform all other activities necessary to successfully manage the Senior Center and the evening program series.

Duties of the Town:

1. The Town will make available to the CONTRACTOR the Community Center at Jarvis Hall, use of Jarvis Hall during hours agreed upon by the Town Manager and the

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CONTRACTOR, and other Town facilities requested by the CONTRACTOR for the delivery of programs if those facilities are not otherwise booked, reserved or being used by the Town;

2. The Town will provide 17 computers and 1 printer in good working order for use at the Community Center;
3. The Town will provide furniture in good condition for the Community Center;
4. The Town will be responsible for heavy maintenance of the Community Center and all maintenance of Jarvis Hall and the bathrooms in Jarvis Hall;
5. The Town will assist the CONTRACTOR in promoting the Senior Center and Evening Programs through the Town's newsletter, website and posting at Town Hall;
6. Upon receipt of legitimate receipts, the Town will reimburse the CONTRACTOR up to a maximum of \$2,000 annually for expenses associated with delivering the evening program series. Requests for reimbursement of such expenses may be submitted quarterly and shall be paid by the Town, if in acceptable form, within 2 weeks of submittal to the Town's Finance Director; and
7. The Town shall provide parking during program hours at no cost to one employee of the CONTRACTOR.

Please note, the Town reserves the right to contract for services only for the Senior Center Program, or the Evening Program Series, or both.

D. TECHNICAL REQUIREMENTS

In order to be deemed responsive and considered for contract award, each Proposer shall satisfy the following mandatory minimum requirements:

1. Have successfully managed a program of similar services to a senior population for a minimum of five (5) years.
2. Have delivered such programs to a minimum of 500 participants annually.

E. INSURANCE AND LICENSES

The successful Proposer shall maintain in full force and effect throughout the contract: (a) insurance coverage reflecting the minimum amounts and conditions required by the Town, and (b) any required licenses.

1. **Comprehensive General Liability Insurance** - \$1,000,000 combined single limit of insurance per occurrence and \$2,000,000 in the general aggregate for Bodily Injury and Property Damage and \$2,000,000 general aggregate for Products/Completed Operations, Comprehensive General Liability insurance shall include endorsements for property damage; personal injury; contractual liability; completed operations; products liability and independent contractors coverage.

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2. Workers' Compensation Insurance – Statutory.

The Proposer shall provide original certificates of coverage and receive notification of approval of those certificates from the Town prior to providing services under this RFP. The insurance coverage provided by Proposer is subject to the approval of the Town. The insurance certificates and required policies (except for worker's compensation) shall list the Town of Lauderdale-By-The-Sea as ADDITIONAL INSURED and shall provide for the Town to receive no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the Town if circumstances change or adequate protection of the Town is not presented. Proposer, by submitting a Proposal, agrees to abide by such modifications.

END OF PART I

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Part II –General Information

PART II: RFP GENERAL INFORMATION

A. **DEFINITIONS**

For the purposes of this Request for Proposals (RFP): **Proposer** or **CONTRACTOR** shall mean the contractor, consultant, respondent, organization, firm, or other person submitting a response to this RFP. **Town** shall mean the Town of Lauderdale-By-The-Sea, Town Commission or Town Manager, as applicable, and any officials, employees, agents and elected officials.

Contact Person for the purpose of this RFP shall mean:

Town Clerk

4501 Ocean Drive
Lauderdale-By-The-Sea, Florida 33308
Telephone: 954-640-4201.
Fax: 954-640-4236
Email: TedraS@LBTS-fl.gov

B. **INVITATION TO PROPOSE; PURPOSE**

The Town solicits proposals from responsible Proposers to perform work for or provide goods and/or services to the Town as specifically described in Part I, Statement of Work.

C. **CONTRACT AWARDS**

The Town Commission anticipates entering into a contract with the Proposer who submits the proposal judged by the Town to be most advantageous. The Town anticipates awarding one contract, but reserves the right to award more than one contract if in its best interest. If the Town selects a Proposal, the Town will provide a written notice of the award.

The Proposer understands that neither this RFP nor the notice of award constitutes an agreement or a contract with the Proposer. A contract or agreement is not binding until a written contract or agreement has been approved as to form by the Town Attorney and has been executed by both the Town (with Commission approval, if applicable) and the successful Proposer.

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D. PROPOSAL COSTS

Neither the Town nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFP. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP.

E. INQUIRIES

The Town will not respond to oral inquiries. Proposers may mail, email or fax written inquiries for interpretation of this RFP to the attention of the Town Clerk. Please mark the correspondence "RFP No. 15-06-01 QUESTION".

The Town will respond to written inquiries received at least 7 working days prior to the date scheduled for submission of the proposals. The Town will record its responses to inquiries and any supplemental instructions in the form of a written addendum. If addenda are issued, the Town will email, mail or fax written addenda to any potential Proposer who has provided their contact information to the Town Clerk for such purpose. Although the Town will make an attempt to notify each prospective Proposer of the addendum, it is the sole responsibility of a Proposer to remain informed as to any changes to the RFP.

F. DELAYS

The Town may postpone scheduled due dates in its sole discretion. The Town will attempt to notify all registered Proposers of all changes in scheduled due dates by written addenda.

G. PRE-PROPOSAL MEETING A pre-proposal meeting is scheduled on July 7th at 2 pm at Town Hall, 4501 N Ocean Drive, Lauderdale-By-The-Sea, FL 33433.

H. PROPOSAL SUBMISSION

Proposers shall submit one (1) original and nine (9) copies of the proposal in a sealed, opaque package. The package shall be clearly marked on the outside as follows:

To: Town of Lauderdale-By-The-Sea
RFP No. 15-06-01

Project: *Program Development and Delivery for Senior Community Center & Evening General Interest Programs*

Submitted by: _____
Address: _____.

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Proposals shall be submitted in person or by mail. Email submittals are not accepted.

Late submittals, additions, or changes will not be accepted and will be returned to the bidder unopened.

Due to the irregularity of mail service, the Town cautions Proposers to assure actual delivery of proposals to the Town prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling the Office of the Town Clerk before proposal opening time. It is the sole responsibility of each Proposer to ensure that their Proposal is received by the Town by the specified due date and time. Proposers may withdraw their proposals by notifying the Town in writing at any time prior to the Town's opening of Proposals. Proposals, once opened, become property of the Town and will not be returned.

I. PROPOSAL FORMAT

In order to insure a uniform review process and to obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified herein. Unless otherwise specified, Proposers shall use the proposal forms provided by the Town herein. These forms may be duplicated, but failure to use the forms may cause your proposal to be rejected. Any erasures or corrections on the form must be made in ink and initialed by Proposer in ink. All information submitted by the Proposer shall be printed, typewritten or competed in ink. Proposals shall be signed in ink. When an RFP requires multiple copies they may be included in a single envelope or package properly sealed and identified.

All proposals shall be submitted as specified in this RFP. Any attachments shall be clearly identified. In order to be deemed responsive and considered for contract award, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are supplied by a proposer to respond to a requirement, the response should include reference to the document number and page number. Proposals lacking this reference may be considered to have no reference material included in the additional documents.

Proposers shall prepare their proposals using the following format:

1. Letter of Transmittal

This letter will summarize in a brief and concise manner, the Proposer's understanding of the scope of work and make a positive commitment to provide its services on behalf of the Town. The letter must name all of the persons authorized to make representations for or on behalf of the Proposer, and must include their

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titles, addresses, and telephone numbers. An official authorized to negotiate and execute a contract on behalf of the Proposer must sign the letter of transmittal.

2. Title Page

The title page shall show the name of Proposer's agency/firm, address, telephone number, name of contact person, date, and the RFP No. and the Project name.

3. Table of Contents

Include a clear identification of the material by section and by page number.

4. Organization Profile and Qualifications

This section of the proposal must describe the Proposer, including the size, range of activities, and experience providing similar services.

Each Proposer must include:

- Documentation indicating that it is authorized to do business in the State of Florida and, if a corporation, is incorporated under the laws of one of the States of the United States.
- A description of the primary individuals responsible for supervising the work including the percentage of time each primary individual is expected to contribute to this work.
- Resumes and professional qualifications of all primary individuals and identify the person(s) who will be the Town's primary contact and provide the person(s') background, training, experience, qualifications and authority.
- Completed RFP Forms A, B, C, and D. All RFP forms are included as exhibits to this document and are available on the Town website in Word format.

5. Experience

The Proposer must describe its expertise in and experience with providing goods and/or services similar to those required by this RFP. Describe previous experience relating to the Scope of Work requested in this RFP. Please describe the work performed and include contact information for references, the time the firm was engaged and a list of accomplishment for each.

Please include samples of program calendars, program promotional materials, instructor lists or other materials from prior work of this nature you have done that will illustrate the breadth and type of programs you have delivered to a senior population in prior engagements or work.

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6. Approach to Providing Services
This section of the proposal should explain the Scope of Work as understood by the Proposer and detail the approach, activities and work products to be provided.
7. Compensation
The proposal shall document the fee proposal for the requested services on RFP Form C.
8. Additional Information
Any additional information which the Proposer considers pertinent for consideration should be included in a separate section of the proposal.

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J. PROPOSAL – Procedural Information

1. Interviews:
The Town reserves the right to conduct personal interviews or require presentations prior to selection. The Town is not responsible for any expenses which Proposers may incur in connection with a presentation to the Town or related in any way to this RFP.
2. Request for Additional Information:
The Proposer shall furnish such additional information as the Town may reasonably require. This includes information, which indicates financial stability as well as ability to provide the services. The Town reserves the right to make investigations of the qualifications of the Proposer as it deems appropriate, including but not limited to, a background investigation. Failure to provide additional information requested may result in disqualification of the proposal.
3. Proposals Binding:
All proposals submitted shall be binding for at least one hundred twenty (120) calendar days following proposal opening. Town may desire to accept a proposal after the 120 day period. In such case, Proposer may choose whether or not to continue to honor the proposal terms.
4. Alternate Proposals:
An alternate proposal is viewed by the Town as a proposal describing an approach to accomplishing the requirements of this RFP which differs from the approach set forth in the solicitation. An alternate proposal may be a second proposal submitted by the same Proposer, which differs in some degree from the prior proposal or from this RFP. Alternate proposals may be in the area of technical approach, or other provisions or requirements of this RFP. The Town will, during the initial evaluation process, consider all alternate proposals submitted and reserves the right to award a contract based on an alternative proposal if the same is deemed to be in the Town's best interest.
5. Proposer's Certification Form:
Each proposer **shall** complete the "Proposer's Certification" form included as RFP Form D and submit the form with the proposal. This form must be acknowledged before a notary public with notary seal affixed on the document.

K. PUBLIC RECORDS

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Proposals are public documents and subject to public disclosure in accordance with Chapter 119, Florida Statutes (the Public Records Law). Certain exemptions to the Public Records Law are statutorily provided for and it is the Proposer's responsibility to become familiar with these concepts. The contract will include a provision wherein the Proposer releases and agrees to defend, indemnify, and hold harmless the Town and the Town's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the Town's treatment of records as public records. By statute, the contract will also contain the following clauses:

Contractor acknowledges that the public shall have access, at all reasonable times, to certain documents and information pertaining to Town contracts, pursuant to the provisions of Chapter 119, Florida Statutes. Contractor agrees to maintain public records in Contractor's possession or control in connection with Contractor's performance under this Agreement and to provide the public with access to public records in accordance with the record maintenance, production and cost requirements set forth in Chapter 119, Florida Statutes, or as otherwise required by law. Contractor shall ensure that public records that are exempt or confidential from public records disclosure requirements are not disclosed except as authorized by law.

Unless otherwise provided by law, any and all reports, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of Town. In the event of termination of this Agreement by either party, any reports, photographs, surveys and other data and documents and public records prepared by, or in the possession or control of, Contractor, whether finished or unfinished, shall become the property of Town and shall be delivered by Contractor to the Town Manager, at no cost to the Town, within seven (7) days of termination of this Agreement. All such records stored electronically by Contractor shall be delivered to the Town in a format that is compatible with the Town's information technology systems. Upon termination of this Agreement, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure. Any compensation due to Contractor shall be withheld until all documents are received as provided herein. Contractor's failure or refusal to comply with the provisions of this section shall result in the immediate termination of this Agreement by the Town.

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L. IRREGULARITIES; REJECTION OF PROPOSALS

The Town reserves the right to reject proposals with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other proposals. Incomplete or non-responsive proposals may be rejected by the Town as non-responsive. The Town reserves the right to reject any proposal for any reason, including, but without limitation, if the Proposer fails to submit any required documentation, if the Proposer is in arrears or in default upon any debt or contract to the Town or has failed to perform faithfully any previous contract with the Town or with other governmental jurisdictions. All information required by this RFP must be supplied to constitute a proposal.

M. EVALUATION METHOD AND CRITERIA

1. **General** The Town shall be the sole judge of its own best interests, the proposals, and the resulting negotiated contract or agreement, if any. The Town reserves the right to investigate the financial capability, reputation, integrity, skill, business experience and quality of performance under similar operations of each Proposer, including shareholders, principals and senior management, before making an award. Awards, if any, will be based on the evaluation criteria in this section. The Town's evaluation criteria may include consideration of the information required in this RFP and the following factors:

- A. ability to meet set standards;
- B. availability of qualified personnel;
- C. compensation;
- D. expertise of personnel;
- E. financial resources and capabilities;
- F. past contracts with other governmental jurisdictions;
- G. past performance records;
- H. qualifications of Proposer;
- I. references;
- J. related experience in Florida;
- K. technical soundness of proposal;
- L. past history of meeting required time frames; and
- M. approach to Work.

2. **Selection**

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Part II –General Information

The Town Manager may conduct the selection process, or at the option of the Town Manager, it may be referred to a selection committee (the "Committee"). Either the Town Manager or the Committee will review all proposals received and establish a list of selected Proposers deemed to be the most qualified to provide the service requested based in part on the criteria set forth above. The Town Manager may submit a recommended firm or a "short list" or a combination of a recommended firm and the "short list" to the Town Commission and the Town Commission shall make a final award. The Town Manager, the Committee or the Town Commission may request oral presentations from the Proposers. Proposers are advised that the Town reserves the right to conduct negotiations with the most qualified Proposer, but may not do so. Therefore, each Proposer should endeavor to submit its best proposal initially.

N. REPRESENTATIONS AND WARRANTIES

In submitting a proposal, Proposer warrants and represents that:

1. Proposer has examined and carefully studied all data provided, and any applicable Addenda; receipt of which is hereby acknowledged.
2. Proposer has visited the relevant site, if any, and is familiar with and satisfied as to the general, local and "site" conditions that may affect cost, progress, and performance of goods and/or services in their proposal.
3. Proposer is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, progress and performance of the goods and/or services in their proposal.
4. If applicable, Proposer has obtained and carefully studied (or assumes responsibility for having done so) all documents available related to the subject of the RFP and performed any examinations, investigations, explorations, tests, studies and data concerning conditions that may affect cost, progress, or performance of the goods and/or services that relate to any aspect of the means, methods, techniques, sequences, and procedures to be employed by Proposer, including safety precautions and programs incident thereto.
5. Proposer has given Town written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer has discovered in this RFP and any addenda thereto, and the written resolution thereof by the Town is acceptable to Proposer.
6. The RFP is generally sufficient in detail and clarity to indicate and convey understanding of all terms and conditions for the performance of the proposal that is submitted.

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7. No person has been employed or retained to solicit or secure award of the contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, and no employee or officer of the Town has any interest, financially or otherwise, in the RFP or contract.

O. Town Contract

The selected Proposer is expected to execute the Town's standard professional services contract, in the form approved by the Town Attorney. The contract will contain the following clauses required by Town Code, and all vendors are expected to comply with these requirements:

No officer or employee of the Town of Lauderdale-By-The-Sea, Florida, during his or her term of employment or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof.

No vendor shall give, solicit for, deliver, or provide a campaign contribution directly or indirectly to a candidate or to the campaign committee of a candidate for the offices of Mayor or Commissioner.

End of Part II

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Part II –General Information

Program Development and Delivery for Senior Community Center & Evening General Interest Programs

Lauderdale-By-The-Sea RFP No.15-06-01, RFP Forms

RFP FORM A

Proposer: _____

QUALIFICATIONS STATEMENT

Note: Forms A, B & C are available in WORD format from the Town Clerk upon request.

***THIS FORM MUST BE SUBMITTED WITH PROPOSAL TO BE
DEEMED RESPONSIVE.***

1. State the full and correct name of the partnership, corporation or trade name under which you do business and the address of the place of business. (If a corporation, state the name of the president and secretary. If a partnership, state the names of all partners. If a trade name, state the names of the individuals who do business under the trade name.)
 - 1.1. The correct and full legal name of the Proposer is:
 - 1.2. The business is a (Sole Proprietorship) (Partnership) (Corporation).
 - 1.3. The names of the corporate officers, or partners, or individuals doing business under a trade name, are as follows:
2. Please describe your company in detail.
3. The address of the principal place of business is:
4. Company telephone number, fax number and e-mail addresses:
5. Number of employees:
6. Name of employees to be assigned to this Project:
7. Company identification numbers for the Internal Revenue Service:
8. Provide Broward County business tax receipt number, if applicable, and expiration date:
9. Indicate how many years has your organization been in business? Does your organization have a specialty?
10. List the last three projects of this nature that the firm has completed. Please provide project description, reference and contact information and cost of work completed.

Program Development and Delivery for Senior Community Center & Evening General Interest Programs

Lauderdale-By-The-Sea RFP No.15-06-01, RFP Forms

11. Respond to the following questions. Have you ever failed to complete any work awarded to you? If so, where and why?
12. Provide the following information concerning all contracts that are similar in nature or use the same project team proposed for this project that are **in progress** as of the date of submission of this Proposal for your company, division or unit as appropriate.

Name of Project	Contract with:	Contract Amount	Date Contract Began	Date Contract Ends (Ended)

(Continue list as necessary)

13. Provide the following information for any sub-consultants you will engage if awarded the contract.

Subcontractor Name	Address	Work to be Performed

The foregoing list of sub-consultants may not be amended after award of the contract without the prior written approval of the Town Manager, whose approval shall not be unreasonably withheld.

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RFP Form C

Proposer: _____

PRICE PROPOSAL FORM

Note: Forms A, B & C are available in WORD format from the Town Clerk upon request.

***THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL
TO BE DEEMED RESPONSIVE.***

Name of Proposer: _____

Name of authorized representative of Proposer: _____

ANNUAL COST OF SERVICES:	Oct. 1, 2015 - Sept.30, 2016	Oct. 1, 2016- Sept.30, 2017	Oct. 1, 2017- Sept. 30, 2018
Senior Center Program	\$	\$	\$
Evening Program Series	\$	\$	\$

(Remuneration will be made in monthly increments upon receipt of an invoice. Invoices may be submitted on the 15th day or later each month.)

By: _____

Date: _____

Name: _____

Title: _____

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RFP FORM D

Proposer:_____

THIS FORM MUST BE SIGNED AND SUBMITTED WITH PROPOSAL TO BE DEEMED RESPONSIVE. The undersigned guarantees the truth and accuracy of all statements and the answers contained herein.

PROPOSER'S CERTIFICATION

I have carefully examined the Request for Proposal referenced above ("RFP") and any other documents accompanying or made a part of this RFP.

I hereby propose to furnish the goods or services specified in the RFP. I agree that my proposal will remain firm for a period of 120 days in order to allow the Town adequate time to evaluate the proposals.

I certify that all information contained in this proposal, which includes the TOWN required RFP forms A, B, C and D, is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

The firm and/or Proposer hereby authorizes the Town of Lauderdale-by-the-Sea, its staff or consultants, to contact any of the references provided in the proposal and specifically authorizes such references to release, either orally or in writing, any appropriate data with respect to the firm offering this proposal.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service; no officer, employee or agent of the Town or any other proposer is interested in said proposal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

If this proposal is selected, I understand that I will be expected to execute the Town's standard professional services contract, in the form approved by the Town Attorney.

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crimes may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Sec. 287.017 Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. I further certify, under

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Interest Programs***

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oath, that neither the entity submitting this sworn statement, not to my knowledge, any of its officers, directors, executives, partners, shareholder, employees, members or agents active in the management of the entity has been convicted of a public entity crime subsequent to July 1, 1989.

Name of Business

By:

Signature

Print Name and Title

Mailing Address

Appendix A
Lauderdale-By-The-Sea RFP No. 15-06-01

LBTS COMMUNITY CENTER APRIL 2015 CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p style="text-align: center;">COMMUNITY CENTER INFORMATION</p> <p>● All Community Center classes and activities are held in Jarvis Hall, 4505 N. Ocean Drive (next to Town Hall). For info, call Community Center Director Armilio Bien-Aime at 954-640-4225. The Community Center calendars are also posted each and every month on the Town's Web site at www.lbts-fl.gov.</p>		<p style="text-align: center;">1</p> <p>10-11:30AM Watercolors 12:30-3:30PM Arts & Crafts Workshop</p> 	<p style="text-align: center;">2</p> <p>10-11:30AM Windows for beginners. 11:45AM-12:45PM Tai Chi (video) 1-4PM Yoga, Yoga & Beyond, Computer Questions & Answers</p>	<p style="text-align: center;">3</p> <p>10AM-12PM Bridge, Interior Decorating, Ipad, Ipod, tablets, etc. 12PM-4PM Brown Bag Friday, News & Views, Social: Acting Workshop</p>
<p style="text-align: center;">6</p> <p>10-11:30AM Mastering the keyboard & mouse. 11:45AM-12:45PM ESL 1-3:45PM Games, Spanish and organizing computer files & folders</p>	<p style="text-align: center;">7</p> <p>10-11:30AM Beginner word processing 11:45AM-12:45PM Italian 1-3:45PM Spanish, Internet and e-mail.</p>	<p style="text-align: center;">8</p> <p>10-12:30AM Drawing 12:30-3:30PM Arts & Crafts Workshop 7-8:30PM Evening at Jarvis Hall Series: Broward Health lecture - Alzheimer's.</p>	<p style="text-align: center;">9</p> <p>10-11:30AM Windows 11:45AM-12:45PM Tai Chi (video) 1-4PM Yoga, Yoga & Beyond, Computer Questions & Answers</p>	<p style="text-align: center;">10</p> <p>10AM-12PM Bridge, Interior Decorating, electronic devices workshop. 12PM-4PM Brown Bag Friday, News & Views, Acting Workshop, Italian</p>
<p style="text-align: center;">13</p> <p>10-11:30AM CD drives 11:45AM-12:45PM English as a second language. 1-3:45PM Games, Spanish and rip and burn CDs on your personal computer.</p>	<p style="text-align: center;">14</p> <p>10-11:30AM Word processing 11:45AM-12:45PM Italian 1-3:45PM Conversational Spanish and Skype.</p> 	<p style="text-align: center;">15</p> <p>10-11:30AM Watercolors 12-3:30PM Arts&Crafts</p> 	<p style="text-align: center;">16</p> <p>10-11:30AM Beginners Excel 11:45AM-12:45PM Tai Chi (video) 1-4PM Yoga, Yoga & Beyond, Computer Questions & Answers</p>	<p style="text-align: center;">17</p> <p>10AM-11:45AM Bridge, Interior Decorating, Ipad, Ipod & other electronic devices. 12-4PM Brown Bag Friday, News & Views, Acting Workshop, Italian</p> 
<p style="text-align: center;">20</p> <p>10-11:30AM Using Digital cameras and printers. 11:45AM-12:45PM ESL 1-3:45PM Bridge, Spanish and photo editing software.</p>	<p style="text-align: center;">21</p> <p>10-11:30AM E-cards, labels and letterheads, etc. 11:45AM-12:45PM Italian 1-3:45PM Conversational Spanish & Virus Protection programs.</p>	<p style="text-align: center;">22</p> <p>10-11:30AM Drawing 12:30-3:30PM Arts&Crafts</p> 	<p style="text-align: center;">23</p> <p>10-11:30AM Organizing computer files & folders 11:45AM-12:45PM Tai Chi (video) 1-4PM Yoga, Yoga & Beyond, Computer Questions & Answers</p>	<p style="text-align: center;">24</p> <p>10AM-12PM Bridge, Interior Decorating and Gadget Day! 12-4PM News & Views Brown Bag Friday, Acting Workshop, Italian</p>
<p style="text-align: center;">27</p> <p>10-11:30AM E-mail 11:45AM-12:45PM English as a second language. 1-3:45PM Games, word processing and Spanish</p>	<p style="text-align: center;">28</p> <p>10-11:30AM Social networking, Facebook 11:45AM-12:45PM Italian 1-3:45PM Virus protection programs and Spanish for beginners.</p>	<p style="text-align: center;">29</p> <p>10-11:30AM Watercolors 12-3:30PM Arts&Crafts</p> 	<p style="text-align: center;">30</p> <p>10-11:30AM Intermediate word processing 11:45AM-12:45PM Tai Chi (video) 1-4PM Yoga, Yoga & Beyond, Computer Questions & Answers</p>	

Appendix A

Lauderdale-By-The-Sea RFP No. 15-06-01

LBTS COMMUNITY CENTER MAY 2015 CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
JOIN OUR GREAT PERSONAL COMPUTER CLASSES TODAY! Please only bring battery-powered laptop/notebook computers to hands-on classes; electrical outlets are not available. Responsibility for computer operation and safety rests with the owner/operator. The computer instructor does not provide any repair assistance or technical support help beyond the class-related coursework. For more info, call Community Center Director Armilio Bien-Aime at 954-640-4225 . Calendars are also online at www.lbts-fl.gov . All activities are in Jarvis Hall, 4505 N. Ocean Drive (next to Town Hall).				1 10AM-11:30AM Bridge interior decorating, I-Pad and I-Phone. 12-4PM Bown bag Friday, News & Views, and Italian for beginners.
4 10AM-12:45PM Computers, English as a Second Language (ESL) 1-3:45PM Bridge, Spanish and mastering the keyboard & mouse	5 10-11:30AM Beginner word processing 11:45AM-12:45PM Italian 1-3:45PM Spanish and organizing files & folders	6 10AM-11:30AM Drawing 12:30-3:30PM Arts&Crafts 	7 10AM-11:30AM Internet & e-mail overview 11:45AM-12:45PM Tai Chi 1-4PM Yoga, Yoga & Beyond, computer Q&A	8 10AM-11:30AM Bridge interior decorating, I-Pad and I-Phone. 12-4PM Bown bag Friday, News & Views, and Italian for beginners.
11 10AM-12:45PM Buying and using digital cameras, English as a Second Language (ESL) 1-3:45PM Bridge, Spanish and using graphic programs.	12 10-11:30AM Intermediate Windows 11:45AM-12:45PM Italian 1-3:45PM Spanish, I-pod, I-pad, tablets, cell phones and other electronic devices.	13 10-11:30AM Watercolors 12:30-3:30PM Arts&Crafts Evening at Jarvis Hall Series: 7-8:30PM Free dance/concert featuring entertainer Nelson Sandy	14 10-11:30AM Intermediate word processing 11:45AM-12:45PM Tai Chi 1-4PM Yoga, Yoga & Beyond, computer Q&A	15 10AM-12PM Bridge, interior decorating, and Digital Workshop 12-4PM Brown Bag Friday, news and views, and Italian for beginners.
18 10AM-12:45PM Computer maintenance and English as a Second Language (ESL) 1-3:45PM Bridge, Spanish, and using files and folders.	19 10-11:30AM E-cards 11:45AM-12:45PM Italian 1-3:45PM Spanish and downloading files and software from the Internet	20 10-11:30AM Drawing 11:30-3:30PM Calligraphy and Arts&Crafts 	21 10-11:30AM Playing music on your computer 11:45AM-12:45PM Tai Chi 1-4PM Yoga, Yoga & Beyond, computer Q&A	22 10AM-12PM Bridge, Interior Decorating, I-pod, I-pad tablets and cell phones. 12-4PM News & Views Brown Bag Friday, and Italian for beginners
25 	26 10AM-12:45PM Word processing and Italian. 1-3:45PM Spanish for beginners, using tablets, smartphones & other digital devices.	27 10-11:30AM Watercolors 12:30-3:30PM Arts&Crafts 	28 10-11:30AM Video conferencing / Skype. 11:45AM-12:45PM Tai Chi 1-4PM Yoga, Yoga & Beyond, computer Q&A	29 10AM-12PM Bridge, interior decorating ideas, Ipad, Ipod, Iphone, etc. 12-4PM Brown Bag Friday, news and views, and Italian for beginners.